



Fundraising Event Checklist



Whether you're hosting a morning tea, trivia night or something totally unique – thank you for fundraising for Go Pink 2026. Every dollar you raise helps us improve breast cancer care right here in our region. This checklist will help you plan, run and wrap up your event with confidence.

Before your event

- ☐ **1. Choose your event idea**
Pick something that suits your group – a morning tea, bake sale, trivia night, walking group or workplace dress-up. Anything that excites people and gets them involved.
- ☐ **2. Set a date and location**
Choose a time and place that works for your community. Check whether you'll need a venue booking, park permit or online setup, and have a back-up plan for the weather, just in case.
- ☐ **3. Register your fundraiser**
Head to wmhf.org.au/fundraise/wmhf to register your event and set your fundraising goal. This only takes a few minutes to complete.
- ☐ **4. Plan the details**
Write out the key dates, setup requirements, catering, helpers, signage and anything else you'll need. A simple run sheet will help keep everything on track on the day.
- ☐ **5. Spread the word**
Share your event on social media, in group chats, at school or work – and download our free Go Pink resources to use on socials and around your community.
- ☐ **6. Finishing touches**
Confirm your helpers, send out one final reminder to guests, get your decorations and materials sorted, make sure your fundraising page link is ready to share.

During your event

- ☐ **1. Set up early**
Give yourself plenty of time before your event kicks off – make sure everything is in place and your helpers know what they need to do.
- ☐ **2. Remind people why it matters**
Share a few words about why you're hosting this event – a little reminder of the cause can go a long way towards encouraging donations on the spot.
- ☐ **3. Take photos and have fun**
Capture the moments! Share photos on socials during and after your event and tag us [@westmoretonhealthfoundation](https://twitter.com/westmoretonhealthfoundation)

After your event

- ☐ **1. Say thank you**
A quick thank you to everyone who came, donated or helped out goes a long way – a social post, message or download our customisable e-card.
- ☐ **2. Submit your funds**
Head to your WMHF fundraising page to add any offline or cash donations received to your fundraising total.
- ☐ **3. Share your success**
Let your community know how much you raised and the impact it will have – then give yourself a well deserved pat on the back for making it all happen!